



STALLHOLDER APPLICATION

APPLICANT DETAILS

PART 1

COMPANY NAME

CONTACT NAME

ADDRESS

TELEPHONE

MOBILE

EMAIL

ABN

BUSINESS TRADING NAME

(if different from Company Name)

WEBSITE

SOCIAL MEDIA

(links and addresses)

Instagram

Facebook

Twitter

Other

BIO

Include types of food offerings/products also include if GF, vegan, vegetarian, halal etc

STALLHOLDER REQUIREMENTS

All prices are excluding GST

Van, Truck or Cart

\$800 Event fee (\$200 per day)

Inclusions:

One 6m x 3m space (or equivalent)

Dry waste service

2 x 10amp or 15amp power (please specify below)

2 x 10amp **OR** 2 x 15amp

ADDITIONAL REQUIREMENTS

- | | | | | | |
|---------------------------------------|----------------------------------|------------|------------------------------------------------|----------------------------------|------------|
| <input type="radio"/> Power - 10amp | <input type="text" value="QTY"/> | \$35 each | <input type="radio"/> 1.8m Trestle Table | <input type="text" value="QTY"/> | \$20 each |
| <input type="radio"/> Power - 15amp | <input type="text" value="QTY"/> | \$35 each | <input type="radio"/> Plastic Chair | <input type="text" value="QTY"/> | \$5 each |
| <input type="radio"/> Power - 3 phase | <input type="text" value="QTY"/> | \$150 each | <input type="radio"/> Cool Room (shared space) | <input type="text" value="QTY"/> | \$100 each |

DO YOU REQUIRE DIRECT CONNECTION TO A TAP?

This may not be guaranteed, depending on event site

Yes No

DO YOU REQUIRE SULLAGE DISPOSAL?

Yes No

DO YOU INTEND TO COOK WITH GAS OR ELECTRICITY? IF SO, YOU MUST PROVIDE THE FOLLOWING SAFETY EQUIPMENT AT YOUR SITE:

Gas – Fire Extinguisher & fire blanket
Electricity – Fire blanket

Gas: Yes No

Electricity: Yes No

POWER DETAILS

Please list each individual piece of equipment that will use power in your stall

Type of Equipment:	Rating (amps)	Rating (watts)
<i>Example: Bain-marie</i>	<i>15amps</i>	<i>3.6KW</i>

All on site electrical equipment, leads and extension cords must be tested & tagged.

FOOD BUSINESS

Businesses must notify the NSW Food Authority if they wish to trade at the Event, and complete the relevant notification form. All temporary food businesses need to be notified to the NSW Food Authority.

To trade at the market it is necessary for you to make yourself aware of the requirements of the NSW Food Authority. And, if necessary register and notify the Authority of your business.

www.foodnotify.nsw.gov.au

NSW Food Authority Number:

Note: A copy of the certificate must be attached

INSURANCE

It is the stallholders' obligation to take out public liability and product liability insurance.

To become an approved Stallholder it will be necessary to provide Council with copies of Certificates of Currency, for the minimum sum of \$20 m public liability and \$20m product liability cover.

Stallholders will also be required to have Workers Compensation if they are a Propriety Limited company or employ staff to work on their stall. If you have any of the above insurances, copies should be available on request. If you do not have public liability insurance you will be required to take out the required cover **before** you can trade at the Event.

Public Liability - Expiry Date:

Do you have Worker's Compensation?

Yes

No

Expiry Date:

Note: A copy of all certificates of currency must be attached

APPLICANT DECLARATION**PART 4**

I DECLARE THAT THE INFORMATION IN THIS APPLICATION AND THE ATTACHED FORMS IS TO THE BEST OF MY KNOWLEDGE TRUE AND CORRECT.

I HAVE READ, UNDERSTOOD AND WILL ABIDE BY **THE STALLHOLDER GUIDELINES** DOCUMENT

Signature:

Name:

Date:

FORM RETURN

Please send you completed application to:

Parramatta New Years Eve Team

E: eventsstallholder@cityofparramatta.nsw.gov.au



STALLHOLDER GUIDELINES

STALLHOLDER INFORMATION

THE EVENT Saturday 31st December 2022 | 5pm - 9pm

2022 will mark the second year that the event is held at five simultaneous satellite event sites across the Parramatta LGA. Each of the five wards will have their own event, with similarly programmed offerings.

All sites will showcase live music performances, roving entertainment, food vendors and a fireworks display at 9pm. The intended atmosphere for the event is a picnic concert, with attendees encouraged to bring picnic rugs, chairs, snacks and drinks.

TAKING PART The event is wholly funded by the City of Parramatta Council (CoP). CoP will be providing all infrastructures on site, including non food marquees, structures, generators, dry waste services, fencing, lighting, furniture etc. Site fees are in consideration of these costs and are determined by the City Events & Festivals team. Any of the above elements (marquees, power, water connections/tanks, trestle tables, chairs etc.) must be ordered through Council via the application form.

NB: Stallholder fees do not include health inspector fees, which are invoiced separately by Council's regulatory team after inspection at the event. You will have the option to pay a one-off amount, or one fee to cover you for all City of Parramatta events for the year.

The stallholder will be solely responsible for, and bear all risk associated with, the collection of money at, and the transfer of money to and from the site.

REGULATORY REQUIREMENTS All approved stallholders are required to have the following certificates and insurances:

- Certificate of Currency of the sum of \$20 million public liability and \$20 million product liability cover
- Worker's Compensation is required if you hire staff to work at your stall
- Food Safety Supervisor Certificate

OPERATIONS, HEALTH & SAFETY

Stall operations

- Stallholders must open and be ready to trade by 4.30pm on event day
- Gas checks will be conducted on-site
- No food operations are permitted outside the allocated stall area
- Power will be supplied to stallholders as per your stallholder application
- No generators are to be used without authorisation from the City of Parramatta
- All electrical leads, power boards and equipment (if more than 3 months old) must be tested, inspected by a suitably qualified person before the event. This is a Federal and State government requirement
- If your equipment Tagging and Testing is found to be out of date that equipment will not be permitted for use. We do not provide testing and tagging on the day.
- The stall and associated fixtures, fittings & equipment, must be kept clean and maintained free from dirt, dust smoke, foul odors or any other contaminants
- Amplified audio equipment is not permitted in your stall.
- No vehicles (other than service food trucks) or additional pop-up marquees are allowed on site.

Food Preparation & Hygiene

- Hot food must be kept at temperatures of at least 60oC and cold food below 5oC
- Appropriate temperature measuring devices must be readily available to the stall
- All food is to be stored at least 150 mm above ground in containers with secure fitting lids
- All condiments must be in squeeze type containers or individual sealed packets
- Food must be shielded from dust, handling, coughing, and sneezing by the public – stallholders are required to provide their own sneeze guards for their stall.
- Any food on display must be covered so as not to be accessible by the public. A physical barrier must be provided

Health & Safety

- Unwell / sick staff must not handle food
- All stallholders and their staff must abide by any current NSW Health Regulations
- All stalls are subject to an inspection by Council's Health Officers under the Food Act 2003 (NSW).
- The stallholder must ensure that appropriate fire safety equipment including fire extinguishers and fire blankets are available for the duration of the event.
- For health and safety reasons children should not be permitted to enter the food preparation area of the food stall
- Staff clothing must be appropriately clean
- Animals are not permitted to enter into any food stalls what-so-ever. Assistance animals are permitted in dining and drinking or other "customer only" areas.
*Assistance animal means an animal referred to in section 9 of the Disability Discrimination Act 1992 of the Commonwealth, such as a guide dog.

SUSTAINABILITY City of Parramatta Major Events has long had a focus on sustainability and waste reduction, and stallholders will play a key part of this. Naturally, the main source of waste generated at Lanes is from food stalls and bars, so we have implemented some rules around the type of serving containers, utensils and drinks that are permitted for use and sale. These rules are also in line with NSW Government's June 1 2022 ban on lightweight plastic bags and the phasing out of single-use plastics. For further information on the legislation please visit the NSW Government website

Acceptable items:

- Bamboo, sugarcane or cornstarch based products
- Paper or cardboard products
- Other plant based products
- Canned drinks

Banned items:

- Plastic straws
- Plastic serving cups (excluding eco cups)
- Lightweight plastic bags
- Plastic take-away containers
- Any styrofoam products

WASTE

Waste Water

Waste water must be emptied into waste water containers provided for stallholder, not onto the ground, grass, storm water systems or garden beds.

Solid Waste

All solid waste must be disposed of in bins provided.

Stallholders will be charged a waste removal fee for any waste left behind at your stall at the end of the event. NO exceptions will be made.

Cooking Oil

Used cooking oil must be stored and removed by stallholders themselves. Council will not be providing a cooking oil removal service. Stallholders must also insure that any oil spillages or drips are cleaned up immediately to avoid slippage.

**DESIGN &
PRESENTATION**

All stallholders will be expected to present any displays in a fashion that reflects their stall and the event. Menus (especially with pictures) will be expected to be presented in a designed format. No plain text print, in plastic sleeves permitted.